

Public Affairs, Law, Regulation & Ethics

35 REPORT ON GOVERNMENT AND POLITICS IN BRITAIN

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is about the specialist knowledge of the UK's government and political systems, as required by all journalists who report British current affairs, whether at local, national or other levels.</p> <p>It involves recognising the complexity of the administrative arrangements of a government or parliamentary monarchy which allows for democratic representation and accountability. It involves recognising the various national functions and public services undertaken by government.</p> <p>The Standard is also about developing a thorough knowledge of the British political system and recognising and learning how to deal with the public relations experts and communications advisers who mediate much of the relationship between politicians and public, and between politicians and journalists.</p> <p>The Standard involves knowing, both as set out in legal entitlements and in terms of real contact points, the rights of access of journalists to the officers, committees, meetings, departments, records and reports of the administrative arrangements, and to the politicians.</p> <p>It involves developing a contacts list of relevant administrative and political personnel. This will involve being able to recognise and work with the techniques of non-attribution adopted by some of those personnel.</p> <p>As with all areas of broadcast journalism, it is imperative to keep accurate, comprehensive and legible notes. It is also crucial to produce copy which does not breach regulatory requirements of neutral and balanced reporting: broadcast journalists must refer to in-house codes and their editorial managers for guidance where necessary.</p>	<p>What you need to know</p> <p>a) British principles of the separation of powers, the principles of democratic participation and of public accountability in government</p> <p>b) The British Constitution, including the role of the Monarchy and of the Houses of Lords and Commons</p> <p>c) The hierarchy of the Parliament, its organisation, function and the roles and responsibilities within it</p> <p>d) The remit, role and authority of Members of Parliament (MEPs) including their constituency work and the importance of their Oath of Allegiance to the Crown</p> <p>e) The role and function of the Civil Service, its expertise and specialisms and its relationship to Members of Parliament and to government departments</p> <p>f) The legal and political structure of the European Union, its decision making processes, its relation to national policies, and the role and remit of MEPs</p> <p>g) The different organisational forms of local and regional government including the parameters of responsibility and control between them</p> <p>h) The role of locally elected mayors and Officers of the Council, their powers, costs and accountability and their relationship with each other</p> <p>i) The electoral process including the organisation and significance of wards, boroughs and constituencies in Britain</p> <p>j) The political parties, their leaders and manifestos, their internal organisation, sources of income and their campaigning and lobbying activities</p> <p>k) The role of public relations and communication techniques, including the concept of and techniques for ensuring transparency, in local and central government and the departments</p>	<p>What you must be able to do</p> <p>1) Gather information about British central and local government matters relevant to informing the British public in their capacity as subjects</p> <p>2) Describe and explain aspects of British government to your audience with clarity, simplicity and accuracy</p> <p>3) Attend and produce fair, comprehensive and accurate reports of governmental meetings at all levels of government</p> <p>4) Demonstrate competence in using archive and contemporary resources in investigating and standing-up reports about governmental activity at all levels of government</p> <p>5) Cultivate contacts within government administration who constitute sources of reliable and pertinent information and opinion</p> <p>6) Use literary devices for the non-attribution of some source material, where this is required by the sources</p> <p>7) Check and double-check your sources and source information for relevance and reliability, especially where the information is politically sensitive or controversial</p> <p>8) Ensure that interviews are conducted with as wide a range of relevant sources as is necessary to ward against accusations of bias, and as is possible within the available time</p> <p>9) Have a thorough knowledge of and can apply the rights and responsibilities of journalists in accessing and disseminating information arising from, or about, British government and its personnel at all levels</p> <p>10) Detail the facts and arguments relevant to a political or administrative issue or debate in clear, concise and non-jargonised language</p> <p>11) Ensure that any analysis conveyed in your copy is rooted in sound and secure evidence, in well-balanced argument and doesn't infringe regulatory or in-house compliance requirements</p>

	<p>l) UK monetary and fiscal management: the Treasury and the Bank of England and how central government is financed</p> <p>m) The major Government departments, their authority and remit at central and local levels</p> <p>n) The rights of journalists in reporting on central and local government events, election campaigns and candidates</p> <p>o) Principal information sources relevant to British government</p> <p>p) That, on politically sensitive material, your sources and your notes may become subject to legal or policy scrutiny</p>	<p>12) Keep accurate, legible and comprehensive notes of interview material for a period as stipulated in your employer's Code of Conduct or guidelines</p> <p>13) Comply with current legal restrictions on reporting</p>
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FIRST DRAFT

Public Affairs, Law, Regulation & Ethics

36 COMPLY WITH THE LAW AND MEDIA REGULATION

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard involves specialist knowledge of UK law both as a major source of stories for journalists, and as the principal regulatory framework conditioning what they can and cannot do.</p> <p>The Standard involves knowing the principles, structure and processes of the UK legal system, and their variations among the British national regions. The Standard involves being able to work to secure information about court and police stories, and to disseminate it, in legally safe ways. It involves recognising that failure to do so can lead to the journalist facing court fines and possible unemployment.</p> <p>The Standard also covers the knowledge and understanding of law protecting other important aspects of society, such as national security, public order, the rights of commercial enterprises, the rights of individuals and the rights minorities and vulnerable people - particularly children. Journalists must be aware that their use of the internet for research and/or publication exposes them to the force of new laws covering this.</p> <p>This Standard includes attention to new legal developments. It requires that journalists know and understand enough about UK law that they are able to identify potential breaches in their own work and the associated need to refer to legal experts and editorial managers before proceeding.</p> <p>Broadcast journalists, including those who work online, are additionally constrained by the legally-empowered regulator Ofcom. Ofcom does not regulate print journalism which has a system of self-regulation overseen by the Press Complaints Commission.</p> <p>The requirements of the Ofcom Broadcasting Code and the Editors' Code of Practice for print journalism are dealt with separately under Standard 37: Conduct yourself ethically as a journalist.</p>	<p>What you need to know</p> <p>UK Law</p> <p>a) The principles of the rule of law and of equality before the law effective in the UK</p> <p>b) The broad structure of the legal system in England and Wales and the alternative arrangements in Scotland and Ireland: legal roles and terminology</p> <p>c) The concepts of open justice and the rights, responsibilities and restrictions of the journalist in relation to court reporting, publication, access to information and freedom of expression</p> <p>d) Reporting restrictions on the journalist so as to protect the legal process when reporting active cases</p> <p>e) Reporting restrictions on the journalist so as to protect the identity of juveniles and victims</p> <p>f) The general principles of defamation including what constitutes a defamatory statement and who can sue and who can be sued</p> <p>g) The scope and requirements of the defences which can be used in defamation cases, including justification, fair comment, absolute and qualified privilege and the mitigating actions available to broadcasters</p> <p>h) Dangers of libel in live television and audio, video, archive or online material</p> <p>i) The use of injunctions to constrain journalists to prevent invasion of privacy and/or harassment unless a public interest argument can be won</p> <p>j) Rights of access to information under UK and European freedom of information legislation and including legal limitations on such access (e.g. Official Secrets Act; public order and prevention of terrorism legislation; race relations and protection of children legislation)</p> <p>k) What is protected by copyright and the associated information regarding ownership and usage of copyright material in your own work</p> <p>l) The relevant remedies and defences to breaches of confidentiality</p>	<p>What you must be able to do</p> <p>UK Law</p> <p>1) Judge accurately the legal safety of your activities and your journalistic output, or recognise when you should seek expert advice</p> <p>2) Exercise your legal rights to attend court cases, and to secure basic details from court officials and court documents</p> <p>3) When required, cultivate relationships with public liaison personnel and, wherever possible, police officers in relevant police stations or forces</p> <p>4) Comply with any legal restriction attached to court reporting, to the case and/or the particular story</p> <p>5) Check and double-check your sources and source information for relevance and reliability, especially where the information has significant consequences for any ongoing legal investigation or active case</p> <p>6) Be aware that, on matters relevant to criminal investigations, your sources and your notes may become subject to legal or police scrutiny</p> <p>7) Outside of court cases, exercise your legal rights to access information and know what legal challenges can be made to any efforts to limit your access</p> <p>8) Be able to detail the facts and debates relevant to any editorial content in clear, concise and jargon-free language</p> <p>9) Within the time available, conduct interviews with as wide a range of relevant sources as is possible to ward against accusations of bias in editorial content for broadcast</p> <p>10) Ensure that any analysis conveyed in your copy is rooted in sound and secure evidence, in well-balanced argument and doesn't infringe regulatory and/or in-house compliance</p> <p>11) Produce news stories that are fair, accurate and based on a thorough knowledge and understanding of the regulatory requirements framing British broadcast news reporting</p>

	<p>Media regulation</p> <p>m) The regulatory framework which applies to broadcasting through Ofcom and its Broadcasting Code – and how this differs from the system of self-regulation in the print media through the Editors' Code of Practice enforced by the Press Complaints Commission</p> <p>n) Ofcom's particular requirements for "due impartiality" by broadcasters while the press is free to be partisan</p> <p>o) The extent to which both codes balance defence of freedom of information and the public's right to know, with protection of individual privacy</p> <p>p) The criteria and mechanisms by which media organisations secure regulatory compliance</p> <p>q) Your employer's organisational guidelines and codes of conduct</p> <p>r) The mechanisms and criteria for dealing with audience complaints within your organisation</p>	<p>Media regulation</p> <p>12) Double-check that any analysis in editorial content for broadcasting does not infringe Ofcom and/or in-house compliance regulations on due impartiality</p> <p>13) Keep accurate, legible and comprehensive notes of interview material for a period as stipulated in your employer's Code of Conduct or guidelines</p>
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37 CONDUCT YOURSELF ETHICALLY AS A JOURNALIST

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard involves recognising that professional journalism is an occupation which, in its ways of working and in what it produces, carries the risk of causing harm, distress or jeopardy to others. The professional journalist works at all times with an awareness of this potential and weighs the possible consequences of doing, or not doing, something. To act ethically, the journalist must be able to justify his or her actions in terms of humanitarian priorities, or the public or national interest.</p> <p>Failure to achieve these high professional standards jeopardises the credibility of editorial content, and undermines that trust which is an essential component of the relationship between journalists and the public.</p> <p>This Standard requires knowledge of the system of self-regulation in the print media through the Editors' Code of Practice enforced by the Press Complaints Commission.</p> <p>It also requires knowledge of the regulatory framework with which UK broadcast journalism is legally required to comply so as to meet minimum standards of ethical behaviour.</p> <p>It involves knowing and respecting the content of employers' codes of conduct, and for broadcasters the programme guidelines fashioned in light of the regulatory framework. It also involves knowing and respecting the codes of conduct of the professional associations and unions.</p>	<p>What you need to know</p> <p>a) For journalists in broadcasting, the regulatory requirements of Ofcom and its Broadcasting Code, particularly with regard to its content specification of "due impartiality", the defence of freedom of information, the protection of individual privacy, and respect for "diversity" and "cultural difference"</p> <p>b) For journalists in print media, the Editors' Code of Practice, which does not have a requirement for impartiality but is aimed at protecting both the rights of the individual and the public's right to know, and forms the basis of the system of self-regulation administered by the Press Complaints Commission</p> <p>c) Your employer's in-house codes of conduct</p> <p>d) The Codes of Conduct of the National Union of Journalists and Institute of Journalists</p> <p>e) How to ensure that all editorial content is relevant, accurate, fair in its representations, comprehensive, and understandable - avoiding stereotyping and cliché</p> <p>f) How to ensure that the approach, style, presentation and tone of editorial content is appropriate to the topic - for example when reporting on the suffering of others</p> <p>g) The potential dangers to the public or national interest of any particular act of censorship</p> <p>h) The considerations when assessing online material from non-regulated news sources and user generated content (UGC)</p> <p>i) When and how to cover acts of terrorism, civil protest or public disorder and when you should stop such coverage</p> <p>j) How to recognise and when to report trauma in yourself or your colleagues and the appropriate agencies for the counselling of trauma suffering</p> <p>k) Whether your reporting exacerbates a situation or aggravates the plight of civilians and, if so, how this might be justifiable and whether you should give humanitarian assistance to suffering people</p>	<p>What you must be able to do</p> <p>1) Ensure compliance with the relevant regulatory requirements and industry codes of conduct</p> <p>2) Know the facts and arguments relevant to any particular editorial content</p> <p>3) Produce editorial content that accurately and adequately conveys the relevant facts and issues, and which fairly represents the parties involved</p> <p>4) Produce material which is clear, intelligible, comprehensive, to the point, and which avoids the use of stereotypical or clichéd language or images</p> <p>5) Ensure that your sources are reliable and relevant, and double-check information from sources for its relevance and reliability</p> <p>6) Seek appropriate support in maintaining the anonymity of sources where this is necessary for their continued well-being</p> <p>7) Justify in terms of humanitarian priorities, and the public or national interest, any of your actions which may be experienced as an invasion of privacy, as causing additional distress and/or as contributing to the worsening of an extant problem</p> <p>8) Gain editorial permission for and be able to justify any act of surreptitious recording, trespass or the clandestine acquisition of documents in terms of humanitarian priorities, and the public or national interest</p> <p>9) Keep accurate, legible and comprehensive notes of interview material for a period as stipulated in your employer's code of conduct or guidelines</p> <p>10) Seek advice from appropriately qualified and experienced people in any instance of your own ethical uncertainty</p>

	<p>l) When it is necessary to intrude on privacy in the public or national interest and how to decide whether and who to interview, and when it is appropriate to withdraw</p> <p>m) The need and techniques for establishing the reliability and suitability of your sources and verifying the truthfulness and accuracy of information given to you</p> <p>n) The dangers of jeopardising the public acceptability of source information if you pay for it</p> <p>o) Why you should not use confidential information gained in the course of your work as a journalist to benefit your own or associates' private interests</p> <p>p) When it is necessary to protect the anonymity of your sources and the techniques for ensuring this, including mounting a resistance to pressure for their disclosure</p> <p>q) What, if anything, you share with other journalists and under what circumstances</p> <p>r) The dangers and benefits of surreptitious recording of material including when, and when not, to disclose your reporting activity</p> <p>s) That, on politically sensitive material, your copy, sources and note-taking may become subject to parliamentary comment and/or police scrutiny</p> <p>t) In broadcasting, content and programme guidelines for news and factual production, and when it is necessary to seek editorial and/or legal guidance</p> <p>u) How to ensure that editorial content for broadcast is duly impartial</p> <p>v) The tensions that can exist between "due impartiality" and the representation of "diversity" and "cultural difference" in broadcasting and how these may be dealt with</p> <p>w) In broadcasting, the circumstances under which it may be necessary to allow a member of the public to address the audience directly and without constraint, and its possible consequences for "due impartiality"</p> <p>x) In broadcasting, how to deal with any imbalance in impartiality, including the consequences of imposing constraints on reporting and/or post-production editing</p>	
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38 MAKE SURE YOUR OWN ACTIONS REDUCE RISKS TO HEALTH AND SAFETY

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is for everyone at work (whether paid, unpaid, full or part-time). It is about having an appreciation of significant risks in your workplace, knowing how to identify and deal with them.</p> <p>This Standard is about the health and safety responsibilities for everyone in your workplace. It describes the competences required to make sure that:</p> <ul style="list-style-type: none"> • your own actions do not create any health and safety hazards • you do not ignore significant risks in your workplace, and • you take sensible action to put things right, including: reporting situations which pose a danger to people in the workplace and seeking advice <p>Fundamental to this Standard is an understanding of the terms "hazard", "risk" and "control".</p>	<p>What you need to know</p> <ol style="list-style-type: none"> What "hazards" and "risks" are Your responsibilities and legal duties for health and safety in the workplace Your responsibilities for health and safety as required by the law covering your job role The hazards which exist in your workplace and the safe working practices which you must follow The particular health and safety hazards which may be present in your own job and the precautions you must take The importance of remaining alert to the presence of hazards in the whole workplace The importance of dealing with, or promptly reporting, risks The responsibilities for health and safety in your job description The safe working practices for your own job The responsible people you should report health and safety matters to Where and when to get additional health and safety assistance Your scope and responsibility for controlling risks Workplace instructions for managing risks which you are unable to deal with Suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow The importance of personal presentation in maintaining health and safety in your workplace 	<p>What you must be able to do</p> <ol style="list-style-type: none"> Identify which workplace instructions are relevant to your job Identify those working practices in your job which could harm you or others Identify those aspects of your workplace which could harm you or others Check which of the potentially harmful working practices and aspects of your workplace present the highest risks to you or to others Deal with hazards in accordance with workplace instructions and legal requirements Correctly name and locate the people responsible for health and safety in your workplace Report to the people responsible for health and safety in your workplace those hazards which present the highest risks <p>Reduce the risks to health and safety in your workplace:</p> <ol style="list-style-type: none"> Carry out your work in accordance with your level of competence, workplace instructions, suppliers or manufacturers instructions and legal requirements Control those health and safety risks within your capability and job responsibilities Pass on suggestions for reducing risks to health and safety to the responsible people Make sure your behaviour does not endanger the health and safety of you or others in your workplace Follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products Report any differences between workplace instructions and suppliers' or manufacturers' instructions

	<p>p) The importance of personal behaviour in maintaining the health and safety of you and others</p> <p>q) The risks to the environment which may be present in your workplace and/or in your own job</p>	<p>14) Make sure that your personal presentation and behaviour at work:</p> <ul style="list-style-type: none">• protects the health and safety of you and others,• meets any legal responsibilities, and• is in accordance with workplace instructions <p>15) Make sure you follow environmentally-friendly working practices</p>
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FIRST DRAFT

39 CONDUCT A HEALTH AND SAFETY RISK ASSESSMENT OF A WORKPLACE

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is for people carrying out a risk assessments in the workplace. This could be an employer, line manager, supervisor, safety representative or employee.</p> <p>This Standard is about the competences needed to identify hazards in the workplace, to make recommendations to control the risk and to review the results.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> a) The responsibilities for risk assessments as required by current legislation b) Your legal responsibilities for health and safety in the workplace as required by the current legislation c) Your responsibilities for health and safety as defined by any specific legislation covering your job role d) The workplace hazards that are most likely to cause harm to health and safety e) The importance of remaining alert to the presence of hazards in the work place f) Methods of identifying hazards, including direct observation, examining records, or interviews g) The purpose, legal implications and importance of carrying out risk assessments h) Procedures for carrying out a risk assessment i) The particular health and safety risks which may affect your own job role and the precautions to be taken j) The resources required for a risk assessment to take place k) Information sources for risk assessments (e.g. HSE publications) l) What to do with the results of the risk assessment m) The importance of dealing with, or promptly reporting, risks n) Your own limitations, job responsibilities and capabilities o) Where to find expert advice and guidance p) The work areas and people for whom you are carrying out the assessment 	<p>What you must be able to do</p> <ul style="list-style-type: none"> 1) Clearly define why and where the risk assessment will be carried out 2) Confirm that all the information available to you on statutory health and safety regulations is up-to-date and from reliable sources 3) Recognise your own limitations and seek expert advice and guidance on operational controls when appropriate 4) Select a method for identifying hazards appropriate to the workplace being assessed 5) Make sure your investigation fully identifies those areas in the workplace where hazards with a potential for serious harm to health and safety are most likely to occur 6) Identify hazards which could result in serious harm to people at work or other people 7) Record hazards in a way which meets legal, good practice and workplace requirements 8) Report the results of the process to the responsible people in an agreed format and timescale <p>Assess the workplace and recommend control measures</p> <ul style="list-style-type: none"> 9) Review all legal requirements that are appropriate to your workplace and working practices to make sure effective control measures are in place 10) Confirm that industry standards and all other reasonable precautions are in place 11) Identify hazards that could be eliminated 12) For hazards that cannot be eliminated identify the measures needed to control them to make sure the people carrying out the work will not be harmed 13) Assess the level of risk and consider how the risks can be controlled to minimise harm

	<p>q) Work activities of the people in the workplace where you are carrying out the risk assessment</p> <p>r) Effective communication methods</p>	<p>14) List unacceptable risks in priority order including all breaches of relevant health and safety legislation and workplace instructions</p> <p>15) Prepare a risk assessment report containing recommendations for minimising risks</p> <p>16) Present the results of the risk assessment to the responsible people in the agreed format and timescale</p> <p>Review your workplace assessment of risks</p> <p>17) Compare the latest risk assessment to the current workplace and working practices</p> <p>18) Accurately identify any significant differences between previous and new working practices</p> <p>19) Investigate the action taken as a result of your recommendations</p> <p>20) Accurately identify new hazards arising from changes in the workplace or working practices</p> <p>21) Make changes to your risk assessment in line with the review</p> <p>22) Promptly inform everyone affected by the changes</p>
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40 DEVELOP PROCEDURES TO SAFELY CONTROL WORK OPERATIONS

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is for people who are required to prepare health and safety procedures for the workplace. In order to be sure that all reasonably practicable precautions have been taken against risks to health and safety it is necessary for an employer to make sure health and safety procedures are available for everyone at work to follow. This Standard is for the person who will prepare the procedures.</p> <p>This Standard is about identifying hazards, assessing the risks and developing procedures to control the risks. It is also about reviewing these procedures and checking whether they are effective in the workplace.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> a) The relevant legal responsibilities for health and safety in the workplace as required by current legislation b) Your responsibilities for health and safety as defined by any specific legislation covering your job role c) The importance of remaining alert to the presence of hazards in your workplace d) The importance of dealing with, or promptly reporting, risks e) What hazards exist in your workplace f) The particular health and safety risks which may be present in your own job role and the precautions to be taken g) The different types of working practices present in the workplace h) What would constitute a breach of legal health and safety requirements i) The job roles of the people for whom you are responsible j) The work areas and people for whom you are responsible k) The commonly used working practices l) The information that may be required about health and safety within the workplace m) What information may be available on health and safety within the workplace n) Where to find information about changes to legal requirements and in the workplace o) The specific organisational health and safety instructions covering your job role p) How to prepare and write effective instructions and procedures 	<p>What you must be able to do</p> <ol style="list-style-type: none"> 1) Set realistic objectives to maintain a healthy and safe workplace for everyone in the workplace 2) Develop health and safety procedures based on risk assessment and consultation which meet legal requirements and are appropriate to: <ul style="list-style-type: none"> • the type of work carried out, and • the workplace 3) Identify individuals to whom people must: <ul style="list-style-type: none"> • report incidents, • report health and safety risks, and • go to obtain first aid 4) Check the effectiveness of the workplace health and safety procedures 5) Specify the arrangements for recording health and safety data to meet legal requirements 6) Develop plans for health and safety training which are relevant to the needs of your workplace, the people in the workplace, and meet legal requirements 7) Effectively communicate the health and safety procedures to other people in your workplace in a professional and considerate manner 8) Review the effectiveness of health and safety procedures in your workplace 9) Identify changes in the workplace and legal requirements which affect current workplace health and safety procedures 10) Provide other people with opportunities to give feedback about current health and safety procedures 11) Review all relevant health and safety reports and data to identify opportunities to improve workplace health and safety procedures 12) Identify and obtain further information and advice from reliable and recognised sources of expertise

	<p>q) Appropriate measures for checking different types of health and safety instructions and procedures</p> <p>r) Appropriate channels of communication and consultation within the workplace</p> <p>s) Ways of conducting an effective health and safety review</p>	<p>13) Record accurately:</p> <ul style="list-style-type: none"> • the details of any review carried out, and • the plans to improve current health and safety procedures <p>14) Report the results of your review to the relevant people</p> <p>15) Alert everyone in the workplace, promptly, to the revised health and safety procedures</p> <p>16) Set effective measures for monitoring the revised health and safety procedure</p>
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FIRST DRAFT

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41 WORK IN CHALLENGING OR HOSTILE ENVIRONMENTS

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is about journalists working in challenging and/or dangerous environments or those which could become so. These could be a variety of situations where there is a heightened risk to personal safety and/or emotional well-being, such as war zones, riots, extreme weather events or the scene of an industrial accident.</p> <p>This Standard is about preparing yourself for reporting from the challenging or hostile environment by making an assessment of the risks you are likely to encounter, including ensuring that you have received any necessary training. It is about ensuring that any equipment you take with you is in full working order and appropriate for the environment in which you are working. It is about being prepared to ensure that the environment does not impact on your performance.</p> <p>This Standard requires that you understand the reasons for your visit to the hostile environment and how to maintain your own wellbeing whilst you are there.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> a) What your limits are and why you should inform your editor if you think you are not the best person for the job b) Your purpose for visiting the area and why you have been recommended or you have volunteered c) The means of communicating with your editor and other relevant people d) Local laws and customs and your rights if you get arrested in the area in which you are working e) What are the risks to safety in the challenging environment, for example who's involved, the specific risk or danger, climate, geography, flora and fauna and any other relevant factors f) How to recognise when your presence might exacerbate a situation g) The risks of contracting diseases, the most common diseases in the working environment, how to recognise the symptoms and the action to take to deal with them h) The risks of encountering weapons, their destructive force, how to recognise them and how to avoid them i) Your responsibilities and authority when working in the hostile environment j) The clothing and resources available to you for personal protection, such as body armour, safety harnesses and high visibility clothing k) Appropriate places of safety and shelter and how to exit from them safely l) What can cause trauma, the symptoms and consequences and how to identify those at risk of developing traumatic stress n) How to sustain your mental and physical fitness in hostile situations, and techniques for dealing effectively with stress and exposure to trauma p) Basic first aid techniques including how to conduct CPR, deal with bleeding and shock q) The appropriate agencies or resources for the counselling of trauma suffering, such as the Dart Centre 	<p>What you must be able to do</p> <ul style="list-style-type: none"> 1) Conduct an assessment of risks in the hostile environment 2) Ensure you have received the appropriate safety training, including first aid, prior to travelling to hostile or challenging environments 3) Check that you are adequately covered by insurance 4) Remain aware of what can go wrong and what action to take if it does, including preventative measures 5) Think ahead and plan for all contingencies that you may encounter whilst in the hostile environment 6) Ensure all documentation relevant to your work is completed, up-to-date and you understand and comply with any rules or orders that are in place to protect your safety and that of others 7) Ensure all necessary equipment, including personal safety, communication and first aid is appropriate for the environment, reliable, and in full working order 8) Continually assess the situation which you are in 9) Take breaks where possible to maintain your physical and mental wellbeing 10) Ensure you do not jeopardise your status as a civilian (e.g. by carrying a weapon) 11) Recognise the symptoms of Post Traumatic Stress Disorder (PTSD) in yourself and seek the appropriate support when necessary